

# HOT JOBS

## SAINT LOUIS



Version Date: 9/28/2015 \* new positions

**Position Title:** Director, Major Projects & Engineering

**Job Order # 11381536**

**Job Description:** Under limited direction, implements the goals, strategies, policies and programmatic framework for Economic development in the City of StL, in order to build on the economic base, enhance.....

**Requirements:** College degree required; 5 years management/supervisory experience required with experience in Financial budgeting and reports. City residency required; must be resourceful and possess good...

**Position Title:** Teacher \*\*

**Job Order # 11407104**

**Job Description:** Certified Teacher responsible for adhering to recognized curriculum standards, and compliance with Instructional guidelines as defined by the local School District and educational systems. Work includes

**Requirements:** Bachelors Degree in Education supplemented by a demonstrated aptitude for working with at risk and Troubled youth; must possess and maintain current Teaching Certification and all necessary academic

**Position Title:** Project Coordinator \*

**Job Order # 11426574**

**Job Description:** Seeking a project coordinator/assistant position to work on a large construction site. This project is set to start Oct. 1; supports lead Project Manager in the mechanical/plumbing/sheet metal to ensure...

**Requirements:** Must be detail-oriented, possess excellent communication skills, and be willing to work with a team And independently. Experience in construction, pricing, management and job tracking a must.

**Position Title:** OJT – Production Worker/Customer Service Rep\*

**Job Order # 11408806**

**Job Description:** Position requires you to come in contact with our customers (Funeral Directors, Cemetery Personnel, General Public). Provide full graveside service or delivering bulk quantities of our product, you are...

**Requirements:** High School diploma/equivalent; MUST have a professional and positive attitude is requested at all Times. Knowledge of all product lines is required for accurate answers to questions.

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**Position Title:** Customer Service I \*

**Job Order # 11347897**

**Job Description:** Create an outstanding and effortless experience at every interaction for both internal and external Customers. Armed with a passion for customer satisfaction, the CSR provides solutions...

**Requirements:** High school diploma/equivalent plus 1 year Manufacturing/Packaging work experience or previous Pfizer experience or veterans/Military experience or an Associate's degree. To perform this job....

**Position Title:** Diet Clerk

**Job Order # 11408988**

**Job Description:** Performs routine and varied clerical duties in accordance with standard procedures. Types or Enters diet order into computer; call patients to receive their meal order; maintain record/diet....

**Requirements:** High school diploma or equivalent

**Position Title:** Utility Worker I – Dishwasher

**Job Order # 11408960**

**Job Description:** Washes dishes by hand or places them in a dish washer. Washes work tables, walls, meat blocks And refrigerators. Sweeps, mops, cleans and vacuums floors. Maintain equipment using specific..

**Requirements:** High school diploma or equivalent

**Position Title:** Information Systems Intern \*

**Job Order # 11422491**

**Job Description:** Learn programming techniques that assist in the design and implementation of a computer based Information system. Hyperion is an Oracle product that is primarily used in financial/accounting...

**Requirements:** A desire to develop technical skills in computer programming required. Any prior experience and/or experience of programming languages (.NET or Java) and databases (SQL, Oracle)...

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**Position Title:** OJT Repair Person

**Job Order # 11377115**

**Job Description:** Successfully completes all work orders for equipment and furniture repair. Checks and maintains Temperature gauges on both boilers and ensures that both water temperature and supply the...

**Requirements:** High School diploma/equivalent; Valid driver's license, HVAC Certification; mechanical aptitude and Maintenance experience required. Trade-school training is a plus but not required.

**Position Title:** IKEA – Food Team Lead

**Job Order # 11424751**

**Job Description:** Keeping the customer in focus and taking action to optimize sales and convert more visitors into customers at either our Swedish Food Market or Bistro area. Being passionate about the food we...

**Requirements:** You are sales driven and service minded with experience of serving customers. You have experience Working in a vibrant retail environment. You are flexible and know how to execute action plans in a...

**Position Title:** Patient Accounts Representative \*

**Job Order # 11433781**

**Job Description:** The position will ensure best practices are adopted in the area of pre-billing, cash posting, refund Or credit balance processing, billing and monitoring claim status. Through professional ....

**Requirements:** MUST have 3 references (2 professional, 1 personal) This is **Nicotine Free Campus** & employment Is contingent on passing a drug screen, nicotine screen and background check.

**Position Title:** Maintenance Technician

**Job Order # 11436944**

**Job Description:** Property Management company seeks skilled, to provide preventive/repair maintenance in HVAC & 2 or more additional trades (plumbing, electrical, painting, carpentry, masonry). On call rotation...

**Requirements:** 5 or more years of experience in building maintenance, residential experience preferred. Current HVAC certification, valid driver's license, background check & drug screenings performed at hire...

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**Position Title:** Staff Pharmacist Medical Oncology, #31703

**Job Order # 11422553**

**Job Description:** Review and filling of drug study prescriptions and dispensing of study medications to patients; Supervising pharmacy technicians during preparation/distribution of injectable/oral study meds...

**Requirements:** Graduate of an accredited School of Pharmacy with a BS Pharm D degree; current registration In the state of MO as a Pharmacist; new graduates may fill this role subject to limitations....

**Position Title:** Reimbursement Analyst \*

**Job Order # 11433777**

**Job Description:** Reviews payment and contractual allowances associated with HMO/PPO, Medicare, IPA and Inpatient/outpatient accounts to insure accurate reimbursement. Initiates appeals to third party...

**Requirements:** MUST have 3 references (2 professional, 1 personal) This is **Nicotine Free Campus** & employment Is contingent on passing a drug screen, nicotine screen and background check.

**Position Title:** Job Developer

**Job Order # 11396988**

**Job Description:** Conduct research on prospective employer partners and develop job leads from prospective Employers. Participate in both cold and warm marketing strategies to engage possible employers.

**Requirements:** Bachelors Degree in Sales, Marketing or related field preferred with at least 2-3 years of experience Working with disadvantaged individuals in job placement in either private/public agency setting.

**Position Title:** Management, Sports Business & Strategy

**Job Order # 11418969**

**Job Description:** John Cook School of Business is seeking a FT instructor to start Spring 2016. Responsibilities will Include teaching in support of the Sports Business Program & Business Strategy courses....

**Requirements:** Advanced degree (e.g. MBA), with a PhD from an AACSB accredited university preferred. Combination Of professional and academic experience in the areas of Sports Business and Business Strategy...

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**Position Title:** Social Worker, FT

**Job Order # 11396997**

**Job Description:** Assessing and assisting fathers participating in the Fathers Support Center programs; develop Individual self-sufficiency plans which will help fathers become emotionally involved/financially....

**Requirements:** Must be competent in working with men who need maximum direction regarding responsible Fatherhood issues; Bachelor's Degree; effective verbal and written communications skills....

**Position Title:** Reentry Care Coordinator

**Job Order # 11397004**

**Job Description:** Be responsible for intake, pre-release coordination with MO Dept of Correction and coordination Of recovery support services with Preferred Family Healthcare (PFH). Develop new & existing....

**Requirements:** Bachelor's degree in social work, or related discipline.

**Position Title:** Retention Specialist, PT

**Job Order # 11385706**

**Job Description:** Local not-for-profit is seeking a team member to assist individuals with various barriers and Challenges are able to remain successfully in the work force. Support people with disabilities....

**Requirements:** Drug screening and background check if selected; using own vehicle

**Position Title:** Employment & Training Specialist; Next Gen

**Job Order # 11396877**

**Job Description:** Assist individuals to pursue and achieve employment and/or vocational education goals; Maintain And use knowledge of community resources and Labor Market information to achieve goals....

**Requirements:** Bachelor's degree with some experience working in the field of Social Service, Human Resources Or related. Direct experience may be substituted on a year for year bases for Education.

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**Position Title:** Instrumentation Technician

**Job Order # 11396864**

**Job Description:** Calibration and analysis of complex hydraulic electronic telemetering, radio and computer control Equipment. Considerable knowledge of pneumatic, hydraulic, electronic equipment.

**Requirements:** High school diploma/equivalent. 5 years experience in the industrial instrumentation trades. Considerable skill in the use of test equipment such as a manometer, volt ohms meter, laptop....

**Position Title:** Administrative Assistant, PT

**Job Order # 11408814**

**Job Description:** Approximately 20 hours per week answering phone calls, addressing administrative concerns of clients, preparing files, checking insurance eligibility/benefits, basic billing/record-keeping

**Requirements:** Must be detail-oriented, possess excellent communication skills, and be willing to work with a team And independently. Experience with health insurance billing and electronic health records a plus...

**Position Title:** Research Assistant, PT; public workforce study

**Job Order # 11408861**

**Job Description:** Find relevant media content and community-based project examples and post it to project Website; assist in developing mechanisms to promote interaction/collaboration via website.

**Requirements:** Bachelors degree in IT or social science field; Familiarity with website uploading and/or Maintenance processes; experience with literature searching; verbal/written communication skills

**Position Title:** Financial Analyst & Project Manager

**Job Order # 11381546**

**Job Description:** Under limited direction, performs a full range of professional and technical duties in support of the Economic growth in the City by providing sound analysis of economic incentive tools and programs...

**Requirements:** B.A./B.S. in planning, urban design, economics, business or related field. 5+ years in planning, urban Development, economic development or related field. Personal computer skills in Microsoft Office

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**Position Title:** Sewer & Drain Cleaning Service Tech, PT

**Job Order # 11424638**

**Job Description:** Be responsible for intake, pre-release coordination with MO Dept of Correction and coordination Of recovery support services with Preferred Family Healthcare (PFH). Develop new & existing....

**Requirements:** Minimum of 2 years solid Drain Cleaning experience, these possibly could evolve into FT; seeking The best of the best, a candidate who recognizes an opportunity to grow; Veterans preferred.

**Position Title:** Facilitator, PT

**Job Order # 11396985**

**Job Description:** Responsible for administering the FSC curriculum to fathers in the program, completing an Assessment of each father, facilitating group/individual sessions and scheduling/maintain a calendar...

**Requirements:** High School diploma/equivalent; Must understand and practice the NASW code of ethics; must Have a general knowledge of legislation affecting fathers; have competence in working with men...

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